



SAFETY RULES

Effective March 1, 2023

GENERAL STATEMENT OF SAFETY POLICY

“Safety”

Is Your Job ... as much as serving customers.

Is Your First Task in performing any job.

Is Your Continuing Task ... through completion of work.

You are required to know and work as required by these Safety Rules, and by following them you can prevent placing yourself in a position to be killed or injured, you can avoid harm to others, and you are accepting the lessons passed by those before us who were killed or injured.

SAFETY RULES

20. Safety

In case of doubt or uncertainty, take the safe course (GCOR Rule 1.1.1).

Employees are responsible for insuring their own safety, the safety of their fellow workers, and the public at large. Employees are not expected to nor are to be directed to take unnecessary risks in the performance of their duties.

When an emergency exists that threatens the welfare of workers or the public, employees will act promptly to end or lessen the danger consistent with emergency procedures and their best judgment without unnecessarily risking or increasing the threat to their own welfare.

Employees should keep an escape plan in mind at all times while riding equipment, fouling tracks, working near any moving equipment of machine, or performing similar duties.

21. General Responsibilities

Employees must:

- Be responsible for their personal safety and accountable for their behavior as a condition of employment;
- Take every precaution to prevent injury to themselves, other employees and the public;
- Comply with all rules, policies, and outstanding instructions;
- Promptly report, correct or protect any unsafe condition or practice;
- Lock out and tag out or provide similar protection before working on equipment;
- Be aware of and work within the limits of their physical capabilities and not use excessive force to accomplish tasks. Obtain assistance if needed; and
- Use good judgment in fulfilling job responsibilities safely.

Past practices that do not conform to the current rules and established procedures are unacceptable.

22. Good Faith Challenge

A "Good Faith Challenge" as specified in GCOR Rule 1.4.1 and Roadway Worker Protection program is expanded as follows:

The right to issue a good faith challenge is extended to any employee (including the company's contractors) that, at any time, has reasonable suspicion or belief that the work to be or being performed, or a directive given to them or another employee; is contrary to the intent of company rule, government regulation, established procedure or instruction; or may otherwise result in an unnecessary risk of injury to themselves, another employee or the public in general, damage to equipment, property or the environment. It is not only a right, but the responsibility for an employee to issue a good faith challenge when the situation requires it.

An employee who issues a challenge under this procedure that is determined to have no reasonable basis or suspicion (including for the primary purpose of delaying or disrupting the railroad or work being performed), fails to make a good faith challenge when justified, or fails to follow the resolution process, may be subject to disciplinary action including dismissal. An employee issuing a good faith challenge that is substantiated or has a suspicion of reasonable basis, will not be subject to discipline, demotion or other adverse action against them.

23. Injuries and Illness

Non-work-related injuries, illnesses, the deterioration of hearing or vision, the use of over-the-counter or prescription drugs, potential or diagnosed sleep or cognitive disorders that may restrict, degrade or prohibit an employee's ability to safely and efficiently perform their employment duties must be promptly reported to their supervisors. Employees must decline assignment to tasks they are not capable of safely performing.

On-the-job injuries or subsequent illness that may be job related resulting in:

- Medical treatment other than simple first aid; or
- Hospitalization; or
- Loss of consciousness; or
- Being prescribed medicine; or
- Days off work or restricted duty.

will be promptly reported to proper authority. All employees and supervisors involved will take the necessary action to obtain the required medical attention in a timely manner. All such injuries or work related illnesses will be reported to the FRA in the prescribed manner by the employee and responsible supervisor.

Minor on-the-job injuries that with the employee's consent receive only first-aid or no treatment still must be reported not later than end of their shift to their supervisor. The injured employees or their supervisor may request further medical attention be provided. Should employee's condition not improve and subsequent medical treatment be required, minor injuries must be promptly reported as a reportable injury or illness.

Supervisors will not take any action to discourage the filing of a work-related injury or illness report, or any request for medical treatment by any employee, nor take any disciplinary or retaliation against said employee for the act of seeking valid medical attention or reporting a work-related injury or illness.

Any employee, including supervisors, who violate this policy may be subject to discipline, up to and including termination of employment. For further information, electronically access "225 – Internal Control Plan" under Governing Documents.

24. Qualified

Employees must be qualified, and hold a valid certificate or license if required, for the position and task they are assigned. If an employee is not qualified or currently certified they must notify proper authority upon assignment. If required to work in excess of their experience or training, employee will request assistance from an experienced employee or supervisor. If task exceeds an employee's physical ability, they must obtain help or use an alternate method.

"Hands on" or "on the job training" of inexperienced or unqualified employees will only be allowed under the following conditions:

- Proper authority must approve training.
- They have successfully completed any prerequisite classroom training, testing or certification requirements.
- Trainees will be assigned to a qualified and experienced employee as an instructor who will provide additional instruction and oversight. Depending on skill of trainee and if conditions require, instructor will be in the immediate proximity to take control if necessary, but in no case shall instructor not be in a position where they cannot observe trainee.
- Instructor will provide trainee additional feedback and job briefings as needed.
- Other employees in the work area must be advised of the trainee.
- The trainee will follow the instructor's direction, subject to good faith challenge procedure. The instructor will be responsible for the trainee's actions and safety taking appropriate action as necessary to prevent a rules violation or unsafe situation, but the trainee will be held accountable for failure to follow any reasonable instruction, warning, rule, procedure and for their own safety.

25. Inexperienced Employees

Inexperienced employees must have special attention paid to safety awareness, service qualifications, on-the-job training, physical plant familiarity, and overall ability to perform service safely and efficiently. Programs such as peer review, mentoring, and supervisory observation must be utilized to insure employees are able to perform service in a safe manner. Experienced employees will mentor and provide oversight of inexperienced employees as needed.

26. Application of Best Judgment and Good Faith Challenge

In circumstances not covered by any rule or established procedure, employees are expected to use their best judgment and on how to proceed efficiently consistent with safety while performing any work or dealing with any situation. When situation requires, employees must obtain additional instruction, explanation or assistance from another qualified employee, supervisor or other recognized authority.

Any employee that, at any time, has reasonable suspicion or belief that the work to be or being performed, or a directive given to them or another employee; is contrary to the intent of company rule, government regulation, established procedure or instruction; or may otherwise result in an unnecessary risk of injury to themselves, another employee or the public in general, damage to equipment, property or the environment; said employee must take immediate action as necessary, including the stoppage of work or movement, and using the Good Faith Challenge procedure as required.

27. Job Briefing

Use the Job Briefing process, with all involved persons present when possible:

- When more than one person is to perform a task or that task may affect other workers,
- Before work begins, if person(s) arrive who missed the original job briefing,
- When substantial or important changes occur to the work plan or conditions change.
- When there are changes or related conditions concerning authority to occupy a main track or concerning working limits.
- After a substantial delay or break in the work, such as a meal period.

Each work plan must consider hazards, assign specific responsibilities, and explain those assignments.

28. One Person Crew – Job Briefing and Monitoring

When operating as a one person train crew, the employee must have a job briefing with their supervisor or other designated person before beginning work. In addition, an employee must have an understanding as part of the job briefing that they are working alone, and will report that they are done with work, more often if conditions require or if there is a substantial change or delay in their work or anticipated location.

When working as a Remote Control Operator, the man down alarm reporting system must have an accessible communications signal available and known to be functioning. Before beginning work, a Remote Control operator must advise the monitoring person(s) that they will be testing the man down alarm, then promptly test the man-down alarm, and receive confirmation from the person monitoring it that it is functioning properly before beginning remote control operations. After an inadvertent man down alarm activation, or when work is completed for the day, the person monitoring the man down system will be promptly notified.

Remote Control Operators must not operate any other equipment or vehicle (including driving a vehicle or operating dump mechanisms), nor operate more than one Remote Control Locomotive or act as an RCO from moving equipment other than the one being controlled.

When working alone, employees will take that into consideration and take any additional precautions to ensure their safety and able to comply with the rules.

Unless otherwise instructed by proper authority or an alternate method to be used to provide equivalent protection, a one-person crew member not being monitored by their supervisor will call (971) 861-1376.

29. Safe Working Space

When working in groups each individual must be aware of the work and movement of other group members and equipment and maintain a safe working space.

30. Motor Vehicles

Only those with a valid driver license of the required class and properly qualified may operate company motor vehicles or any vehicle on company property. Traffic laws must be obeyed. Company vehicles must be maintained in good working order. Employees must either see that scheduled maintenance and repairs are performed per established procedure or notify proper authority. The failure to observe traffic laws and operate any vehicle in a safe and reasonable manner, showing appropriate care, may be cause for disciplinary action including dismissal. Employees in vehicles will wear seat belts while on public roadways or when otherwise prudent or required.

31. Fire

Employees will take every reasonable precaution to prevent undesired fires. When a fire is discovered, employees will take action to extinguish or control the fire using available resources. If the fire cannot be immediately controlled and extinguished, every effort must be made to immediately report the fire to public authorities using established procedures. Upon their arrival, the fire department will assume control of the situation and employees will offer reasonable assistance. Employees will not risk personal safety in any attempt to control or extinguish fire. If fire cannot be controlled, employees will remove themselves to a place of safety and if practicable remove railroad equipment, vehicles, trains and other property from danger.

Employees will comply with additional fire prevention or procedures subsequently issued.

32. Protection of Body Parts

Do not place hands, fingers, feet, legs or any part of your body in a position where they might be struck, caught, pinched or crushed.

When working around equipment, be aware of pinch points and areas where parts of the machine may swing.

Before working on machines, engage locks or block moving parts as needed to prevent undesired movement before placing one's body or parts in potential danger.

Safety guards on rotating equipment must be maintained in proper position.

Do not exert excessive force or a jerking motion when pulling or prying. Do not use your body weight in such a manner that slipping or suddenly breaking free may expose you to injury. When standing and pulling or pushing with substantial force, keep feet apart with one behind and the other in front of you to catch yourself from falling.

33. Adverse Conditions

During adverse weather conditions or during prolonged switching or labor, appropriate action must be taken to prevent exhaustion or excessive exposure.

34. Snow or Ice over Track

When ice is over rail or there is an excess accumulation of snow, engine will be used first to plow snow or break ice (with caution to prevent derailment) prior to shoving cars into track.

When flangeways are full of ice, caution must be used to prevent derailing. Ice must first be removed or melted to clear flangeway if equipment weight is insufficient to break through ice without derailing. Hi-rails will not be operated on rail covered with ice or excessive snow.

35. Three-point Contact

When climbing on or off equipment, using a ladder or in similar circumstances, maintain a three-point contact at all times. Either both feet and one hand, or one foot and both hands must be in firm contact at all times.

36. Precautions Around Tracks and Moving Equipment

Except in emergency, employees must not jump or run in the performance of their duties (Does not apply to exercise programs).

37. Walking On or Near Tracks

Do not stand or sit on, walk foul of or walk between rails of a track unless required by assigned duties.

When standing, walking, or working between or near tracks, keep a careful lookout in both directions for trains, locomotives, cars or other moving equipment and expect movement at any

time, on any track, in either direction, and do not rely on hearing the approach of a train or equipment. When possible, give warning to others on or near tracks of approaching equipment.

Foremen or others in charge of employees working on or about the tracks must require the employees to be alert and watchful and to keep out of danger.

38. Crossing tracks

When necessary to cross tracks, listen and look in both directions for approaching engines, cars, trains or on track equipment. When safe to do so, cross promptly at or near right angles to a place of safety.

Remote Control Operators must not stand or walk within the gage of any track, foul or cross a track while in front of any approaching movement, including their own.

Except in protected work areas where equipment is known to secure from movement, do not cross within 20 feet of the end of any standing equipment.

39. Step over Rail

Step over rails, frogs, switches, guardrails, etc. when walking near or crossing tracks. Walk straight across tracks when possible.

40. Sufficient Distance

Maintain a safe distance from equipment and do not:

- Cross or step foul of tracks closely in front of or behind moving equipment or close to the end of equipment.
- Go between standing equipment if the opening is less than 50 feet.
- Cross tracks in front of or behind standing equipment unless there is at least 20 feet between the employee and the equipment.
- Work or occupy the area within 25 feet of a roadway maintenance machine without the consent and knowledge of the operator.

In locomotive and car repair facilities where equipment has been spotted for repair, and the distance between that equipment or around the end of equipment is less than specified, employees may go between or around the equipment provided that the equipment is under Blue Signal Protection of Workmen in accordance with Rule 5.13, is properly secured against movement and the equipment will not be moved or coupled to.

41. Precautions near Passing Trains or Equipment

When near passing trains or equipment:

- Move away from the track a sufficient distance to avoid being struck by car doors, overhanging loads, protruding or falling articles.
- Stand clear of all tracks when trains are approaching or passing in either direction. Do not stand on one track while trains are passing on an adjacent track.
- Do not allow yourself or others to be next to or between equipment while a train or equipment is closely passing on the adjacent track.
- Do not rely on others to notify you of an approaching train, engine or other equipment unless that person's duties include providing warnings.

42. Signals For Movement

Do not give a signal to move engines or cars if anyone is foul of your movement. Be aware of the location of any other crewmember before giving signal to move. When possible, the engineer should be given sufficient information as to the probable duration of the move and the approximate number of cars and loads being handled to allow for a planned stop consistent with good train handling.

When giving distances, a car length should average 60-70 feet unless otherwise specified for longer or shorter car types.

43. Going In Between Cars or Engines

Only members of the train crew, or other employees under their direct supervision, may go between cars or engines not under Blue Signal Protection (Rule 5.13).

After giving a signal to stop movement, do not go in between or under cars until the equipment has completely stopped, and slack has adjusted.

Prior to coupling air hoses or making any other connections; installation, removal or adjustment of an EOT; placing body in between or in foul of the end; doing any work on end or underneath; or adjustment of coupler, you must establish "Red Zone", "In Between" or similar protection using the agreed upon signal, and receive an agreed upon acknowledgement signal from the engineer. Protection will be established when cars are coupled to an engine, or when more than one engine may be working on the affected track, or any other time where the equipment involved may be coupled to or moved.

Except to allow coupling of air hoses or making other connections, cars or engines must be separated by not less than 50 feet before working in "Red Zone" between cars or engines. When necessary, hand brakes must be applied to prevent any possibility of movement while protection is being provided.

To provide protection for anyone in between, crossing over, going under, working on, or any similar condition: Engineer must center reverser and apply independent brakes fully. When situation requires, apply train's air brakes and turn generator field switch to off. The automatic brake should not be applied or released nor any other controls operated when it may endanger anyone.

Protection must not be released until it is known that all persons being afforded protection are in the clear and are aware protection is being terminated. Engineer will not act on any signal unless it is known that the person(s) being protected are in the clear and understand that action is about to be taken.

An RCO is prohibited from initiating movement while they are in between, crossing over or in any other hazardous position. See additional restrictions in Rule 70.

44. Stepping from One Car to Another

Stepping from one car to another or loading dock is permitted only if equipment is standing, on the same track, and you are assured equipment will not move.

45. Moving Cars

Do not cross under, over, through or ride between moving cars.

46. Riding On Moving Equipment

Do not ride on moving equipment unless you are qualified and your duties require, or you have proper authority.

47. Designated Riding Places

When required to ride on cars, engines or other equipment:

- Ride on designated steps, ladders or platforms. When necessary to ride on open decks or inside any car, follow the applicable rules.
- Maintain three-point contact (two feet and one hand or two hands and one foot).
- Do not ride on the ends of moving cars except when operating hand brakes.
- Do not sit with feet protruding over the sides or ends of cars or equipment.
- When riding on the side of an engine, car or other equipment, face the direction of the movement.
- When moving over or in a street or highway crossing, do not ride sill step, engine steps or, lower rung of ladders.

48. Slack Action

When on or in engines, cars, or other equipment, anticipate and protect yourself from sudden stops, starts, slack action or unexpected motions. When duties require moving around in equipment be adequately braced, maintain a firm handhold and sit down quickly and safely.

49. Avoiding Shifting Lading

Do not ride, stand or place any part of your body on or between the side or end of a car loaded with lumber, pipe, vehicles, equipment or other lading that could shift.

50. Riding Flat Cars or Intermodal Cars

Avoid riding flat cars, unless riding on a side of a car equipped with two vertically mounted or high handholds. If necessary to ride empty cars not so equipped and having full decks:

- Take a safe position near the center of the car, either seated or with feet should width apart, with one foot forward and knees slightly bent.
- Face and look in the direction of movement.
- Use extreme caution and be prepared for slack action or unexpected movement
- Do not use a collapsible TOFC hitch to lean on or as a handhold.

When necessary to ride flat cars or intermodal cars:

- Do not get on or off any open flat car in motion that is not equipped with vertically mounted or high handholds.
- Riding the side of any flat car or any type of intermodal equipment not equipped with vertical mounted or high handholds is prohibited.

Do not ride within or on the deck of any car with a load that could shift.

51. Close Clearances

Do not leave cars or engines standing where they will foul equipment on adjacent tracks or cause injury to others riding on the side of a car or engine. (Also refer to GCOR 7.1) When machines, tools, material or other equipment may foul adjacent tracks, notify the supervisor. They must arrange to restrict movement on the affected track(s) until the work is completed and the fouling hazard is eliminated.

52. Maintain Lookout

Keep a careful lookout in both directions for trains, engines or cars on adjacent tracks. Look for other close clearances when duties require any part of the body to be extended beyond the side a moving or standing engine or car.

53. Impaired Clearances

Do not ride on the side of a car or engine that is immediately next to any structure. Do not position yourself or knowingly allow others to position themselves between a structure and moving car(s) or engine(s) when clearance is minimal.

Observe for close clearances and, if necessary, stop the movement. Protect in advance of further movement from the ground.

When equipment is moving, do not occupy the area between the track the equipment is on and any object that may cause close clearance. This includes cars with wide loads on an adjacent track.

54. Coupling and Uncoupling

- a) When couplings are being made, avoid riding the side of cars to point of impact. If necessary stop movement short making coupling, get off equipment, and then make the joint. Stand in the clear when a coupling or uncoupling is being made.
- b) Operate the uncoupling lever with hand next to equipment and face direction of movement. Do not use your feet to operate the uncoupling lever.
- c) Do not use excessive force or jerk on the uncoupling lever, which may cause physical injury. Do not operate and uncoupling lever on a car or engine while riding on another car or engine.
- d) Be alert for pinch points. Always place your hand on portion of uncoupling lever that is designed as the handle.
- e) Use the uncoupling lever to open knuckles when possible. If you must use hand to open the knuckle on standing equipment, keep both feet from between the rails if possible. During coupling operations, separate equipment at least 50 feet and stop equipment before reaching in. Make sure the knuckle pin is in place before putting your hand on the knuckle.
- f) When possible, do not uncouple cars where either end of a single car or cut of cars are:
 - Over an open culvert or open pit;
 - Close by another obstruction; or
 - On curves where drawbars may not line up when recoupling.
- g) When air hose is charged turn your face away from the air hose while uncoupling.

55. Going between Cars

Do not go between or in front of a moving engine or car to arrange knuckles or couplers, to manipulate other appliances or for any other reason.

56. Coupler and End Sill

Do not step on or place any part of the body on or between a coupler and car end sill, even is the car is equipped with standard draft gear arrangements, sliding sill arrangements, or an end-of-car cushion device.

When near cars equipped with movable center sills or end of car cushioning devices take precautions to avoid injury in case of movement, even though the car is standing. Do not step on uncoupling lever.

57. When ascending or descending equipment

- a) Observe condition of equipment, looking for defects such as bent, loose or missing stirrups, ladder rungs and brake platforms.
- b) Face equipment.
- c) Use side ladder only.
- d) Be alert for unexpected movement.
- e) Look down and check for obstructions before detraining.
- f) Never place lantern on your arm when ascending or descending equipment. Hold lantern at base of thumb between thumb and index finger.

58. When getting on moving equipment:

- a) Assure the speed is not greater than five (5) mph or as slow as conditions may require.
- b) Be certain you are standing clear of car or engine so as not to be struck.
- c) Face equipment as it approaches you and determine that stirrups and handholds are not excessively bent, hanging loose or missing.
- d) Board only leading end of car unless last in cut. You may board either end of an engine, caboose or passenger car.
- e) Except when required in an emergency: Remote Control Operators may not board moving equipment.
- f) When boarding engines, first grasp the leading grab iron with leading hand direction of movement. Then step up with trailing foot as you grasp trailing grab iron. Put trailing foot in trailing corner of step and let the movement lift you off the ground. Finally, place leading foot on step. Maintain three-point contact.
- g) When boarding boxcars or auto racks, grasp lower ladder rung with leading hand in direction of movement, then place trailing foot in trailing side of stirrup. Next, grasp the next higher ladder rung with trailing hand and let the movement lift you off the ground. Finally, place leading foot in the stirrup.
- h) Boarding gondolas, tank cars, centerbeams or bulkhead flatcars with vertical hand grab irons, TOFC/COFC cars or similar cars while moving should be avoided if at all possible. If it is necessary for you to board a tank car, grasp sill hand hold a vertical handhold simultaneously and place trailing foot in trailing corner of stirrup. Finally, as movement lifts you off the ground, place your leading foot either in the stirrup: or, if the vertical grab iron is offset from the stirrup: on the catwalk while bringing your hand from the sill hand hold to the vertical grab iron, to preserve your balance and afford a secure position. Conventional flat cars must be stopped before boarding. Pay attention to hand hold locations to bulkhead flat cars. Some have sill grab irons and vertical hand holds similar to tank cars. While others have short ladder hand holds like boxcars.
- i) When working at night, shine your lantern on stirrup, ladder rungs and/or grab irons before mounting, assuring yourself they are not defective or missing.
- j) Remember – if you feel movement may be too fast and/or footing conditions may be undesirable, stop or slow movement as needed before boarding.
- k) Movement must be stopped before boarding cars, engines or cabooses when icy or other poor footing conditions exist.

- I) When not in sight of the engineer or another crew member, advise engineer by radio of your intent to get on moving equipment and when successfully boarded.

59. When detraining from equipment which is standing or moving (no matter how slowly):

- a) Face equipment.
- b) Maintain secure grasp on handholds.
- c) Never have more than one hand occupied.
- d) Have feet solidly placed in stirrups, ladder rungs or steps.
- e) Always observe area where you plan to detraining, looking for obstructions. Detrain either after a switchstand or obstruction, or sufficiently in advance to keep from tripping over or colliding with it.
- f) When working at night, shine your lantern on area where you plan to detraining, looking for obstructions.
- g) If equipment is standing, never release handhold until feet are firmly on the ground.
- h) If equipment is moving, assure yourself speed is not greater than five (5) mph.
- i) Remember – if you feel movement may be too fast and/or footing conditions may be undesirable, stop or slow movement as needed before detraining.
- j) When equipment is moving, first place trailing foot in direction of movement on the ground. Then release hand hold with your leading hand.
- k) After trailing foot has made solid contact with ground, step down with forward foot, releasing handhold with your rear hand, letting momentum carry you away from moving equipment.
- l) Except when required in an emergency: Remote Control Operators may not get off moving equipment.
- m) Movement must be stopped before getting off cars, engines or cabooses when icy conditions or other poor footing conditions exist.
- n) When not in sight of the engineer or another crew member, advise engineer by radio of your intent to get off moving equipment and when successfully off and in the clear of the movement.

60. When required to ride side of car:

- a) Only when it is safe to do so.
- b) Look in direction of movement.
- c) Maintain a firm grasp of ladder rung and have feet solidly placed in stirrup or on ladder rung. It may be necessary to angle feet slightly to the side to assure firm footing on ladder rung.
- d) Remain aware of conditions in direction of movement or ahead for impaired clearances, such as gateposts, gates, loading docks, sides of buildings, wide loads or fouling cars on adjacent track.
- e) Do not ride side of car next to impaired clearances or wide loads on an adjacent track unless sufficient clearance exists. Detrain a safe distance from any obstruction that you may not clear.
- f) Do not ride cars when ice, excess snow or other materials are covering track that may cause equipment to derail.

- g) Do not ride side of cars on lower steps over grade crossings or in other areas where vehicles may strike side of car. On an engine or caboose, ride on deck or platform not on steps over grade crossings.

61. When riding moving cars:

- a) Keep alert for changing conditions in the direction of movement.
- b) When controlling movements by radio, advise the engineer if you are riding moving cars, or expect to get on or off moving equipment during the movement.
- c) You are not permitted to ride on end ladders or other end parts of moving cars.
- d) When riding the deck of open flat cars, or any car without end bulkhead or railing: Stay no less than 20 feet from the end of the car. Stop at least 50 feet short and detrain before coupling unless you are seated or kneeling.
- e) When practical, employees should avoid riding cars during shoves. When necessary to ride moving equipment, employees will keep in mind possible escape routes in case of derailment or other emergency that may endanger them.

62. When crossing over standing equipment:

- a) When practicable, use engines, or cars equipped with end platforms and handrails.
- b) If suitable car cannot be found, you may use the body of an empty flat car.
- c) Before crossing over any car coupled to an engine, obtain a clear understanding with the engineer for your protection.
- d) Remember – never place any part of your body between coupler horn and end, sill arrangement or end-of-car cushioning device.
- e) As you detrain on opposite side, be alert for movement on adjacent track.

63. When crossing over moving equipment:

You are never permitted to cross over moving equipment except on an engine, caboose or similar equipment designed to allow safe passage.

As you detrain on opposite side, be alert for movement on adjacent track and any obstructions.

64. When couplers need alignment or adjustment:

- a) If it becomes necessary to make a coupler alignment or adjustment, be sure cars are separated by at least fifty (50) feet and stopped.
- b) Have a clear understanding with engineer and other crewmembers involved, of the work to be performed and protection required.
- c) Then face coupler squarely, get as close as possible keeping back straight. Lift with leg muscles and move coupler to desired position.
- d) Never jerk, kick or use foot to make a coupler adjustment or alignment.
- e) If, after using reasonable force, coupler does not move to desired position, obtain help.
- f) When help is obtained, you must position one person as previously described and the second person on the side of the coupler prepared to push.

65. When you are required to step between equipment to couple air hoses, use the following procedure:

If you couple hoses on cars that are coupled to an engine, have a clear understanding with the engineer of the work to be done and protection required. When coupling air hoses between cars

not coupled to an engine, it must be known that the cars will not be moved, or have other cars coupled, kicked or dropped into them.

Remember –“Clear Understanding” means you must communicate to the engineer, orally or with an agreed-upon signal, and receive an acknowledgement from him before stepping between cars.

When coupling air hoses together, keep one foot outside rail and place the other inside rail and be prepared to step out should cars move.

66. When working with coupled or uncoupled air hoses:

Open angle cock slowly keeping legs and rest of body clear of couplings and listen for air escaping which will indicate coupling is faulty and may fly apart. Do not attempt to change position of angle cock while equipment is in motion.

If a leak is heard, close both angle cocks and make sure pressure in hoses is fully depleted before attempting adjustment or repairs.

Never kick, strike or jostle pressurized hose couplings in an effort to stop leaks.

Before opening angle cock to an uncoupled air hose, grasp hose at the glad hand firmly against thigh, just above the knee. Before opening angle cock turn face away from glad hand.

67. Controlling switching or shoving movements:

Switching or shoving movements, which can be controlled by hand signals, should not be controlled by radio. There must be an understanding with other crew members as to the movements to be controlled by hand or radio signals. When shoving movements are made in response to hand signals from train crew member on or near leading end of movement, it may be assumed they are providing the required protection as required under GCOR Rule 6.5. A train crew member initiating a shoving movement by radio will state their location and how point protection will be provided, in addition to direction and distance. Engineer must be aware of and if necessary have a prior understanding with train crew member(s) protecting shove approaching a restriction requiring the train to stop. RCO must provide point protection at all times unless relieved by GCOR 6.5.1 within an active Remote Control Zone, and know that the leading end of their movement is either being protected or within the zone at all times.

Car counts must be made in a consistent and reasonably accurate manner. GCOR rule 5.3.7 must be complied with (stop within half the distance specified unless additional instructions are received).

When conditions require, engineer will be advised of how many loaded and empty cars they are handling to assist them in making decisions on where to potentially stop or how much braking effort may be required.

The use of “my way”, “your way”, or similar instruction when initiating movement by radio by itself does not adequately specify direction and is not to be acted upon. The term "go ahead" will not be used on the radio except as part of a communication to indicate that movement is to begin in the forward direction. Under no circumstances shall "go ahead and come back" or similar phrasing be used.

68. Throwing Switches

When throwing switches:

- Check switch for obstructions in switch points, the presence of a point lock, the switch is spiked or tagged out of service.
- Be sure hands and feet are clear of all moving parts and pinch points. This includes any other worker at the switch.

- Stay clear of handle when releasing latch or raising handle. It may be under tension.
- Use proper body mechanics. Do not jerk handle or use excessive force. Report switches that are hard to throw or out of adjustment.
- Do not attempt to throw a switch that is damaged, excessively out of adjustment, or points are restricted by sand, snow, ice or other debris.

Stay not less than 10 feet from any switchstand or switch control when any movement is approaching or passing over the switch. (GCOR 8.4 and 8.7 for additional main track switch requirements.)

When practicable during a facing point movement, stay a safe distance either clear of switch or ahead of points in case equipment was to derail.

69. Utility Employees

Utility employees per GCOR Rule 5.13.1 are restricted to performing one or more of the following duties: set or release hand brakes; couple or uncouple air hoses and other electrical or mechanical connections; prepare rail cars for coupling; set wheel blocks or wheel chains; conduct air brake tests to include cutting air brake components in or out and position retaining valves; inspect, test, install, remove or replace a rear end marking device or end of train device. Under all other circumstances a utility employee working on, under, or between railroad rolling equipment must be provided with blue signal protection in accordance GCOR Rule 5.13.

70. One Person Crew

An engineer or RCO working alone as a one-person crew performing duties that are restricted to those allowed to be performed by a utility employee as described above, protection will be provided by:

- a) Each locomotive in the locomotive engineer's charge is either coupled to the train or other railroad rolling equipment to be assisted; or stopped a sufficient distance from the train or rolling equipment to ensure a separation of at least 50 feet.
- b) Before controlling locomotive is left unattended, it will be properly secured.

If required work exceeds those duties allowed to be performed by a utility employee, protection must be provided in accordance with Rule 5.13 (Blue Signal Protection).

71. Hearing Protection Required

Except for limited brief exposure to noise of lower levels, hearing protection must be worn:

- Inside the cab of any working locomotive. Does not apply on newer locomotives designed to control cab noise with all cab doors and windows closed.
- Near any locomotive with the engine running; in any throttle above idle, with any engine access doors open, or working within any engine space.
- While operating or in the vicinity of any equipment that creates excessive noise.
- When other conditions require protection where you may be exposed to sounds at high decibels or for extended periods.

72. Required Clothing, Footwear, Eye and Head Protection

Except when in office areas, in vehicles operating on roads or incidentally traversing between vehicles and office areas, the following clothing and footwear must be worn:

- Work boots with ANSI rated safety toes, with a square heel that is a minimum of ½ inch tall and 90 to 45 degrees to the sole, not less than 6 inches in height sufficient to support ankle.
- Pants, overalls or coveralls extending to the ankles.
- Shirts or other clothing covering the torso.
- Roadway workers must wear high-visibility clothing when on, near or fouling track or public roadway, or when otherwise prudent.
- Train crew members must wear high visibility clothing when not in locomotive cabs.
- Roadway workers must wear hard hats anytime overhead hazards may exist, including any hoisting, lifting or equipment is operating or potentially swinging material overhead, or when swinging hand tools or working in the vicinity of their use including spike mauls, picks, etc. Hard hats are not required in cabs of roadway machines equipped with overhead protection.
- Bump caps or hard hats will be worn when necessary when performing mechanical work.
- Safety glasses must be worn, unless in the enclosed cab of an engine or roadway machine with all windows and doors closed. Corrective lenses will be worn if necessary and as duties require. Prescription glasses must have impact resistant plastic lenses, or protective eyewear worn over them. When contact lenses or prescription dark glasses are being worn, employee must have a pair of standard prescription glasses available.
- When grinding, cutting or performing similar actions, when using air hoses or spray nozzles, safety glasses with side protection, goggles or face shields must be worn.
- When welding or in the close vicinity of those welding, appropriate eye protection must be worn. When arc welding, appropriate helmets must be worn. When necessary, protective clothing will be worn. Welding gloves will be used as required.
- Additional personal protective equipment will be worn when conditions may require them.

When high-visibility clothing is required, it may consist of a shirt, vest or jacket as the outermost garment of a highly visible color of the yellow, orange, lime-green range. Between sunset and sunrise, or when visibility may be otherwise reduced (due to rain, fog, snow, dust, etc.), the outermost high-visibility garment must be reflective.

Trainmen will use a lantern at night, but may use a hands free light in addition. RCO will use a hands free light, but may use a lantern in addition or if the hands free light fails.

73. Handling Ties or Creosoted Materials

When handling ties or creosoted material by hand, or when you may otherwise contact creosoted or treated wood, the following must be worn:

- Gloves
- Shirt or jacket with long sleeves

74. Roadway Maintenance Machines

Except in emergency, workers are prohibited from getting on or off moving roadway maintenance machines. Workers may only ride equipment in designated seats, using seatbelts if equipped.

75. Rail Under Tension

Close observation must be made to determine whether rail is too tight to safely perform work:

- At point where there has been a derailment,
- In periods of high temperature,
- At location where rail is kinked or damaged,
- Before beginning to renew rail or to remove part of fastenings from one or more rails.

76. Bars and Levers

- Do not sit or stand on or straddle a bar or lever.
- Place bars, levers or tools properly and while using them:
 - Brace yourself,
 - Be alert to the bar or lever slipping or moving unexpectedly,
 - Place hands and feet to prevent injury,
 - Do not over exert.
 - Do not use bars that are broken, bent, chipped or that have been welded on.

77. Use of Claw Bars

Place the claw securely under the spike head, use the pointed end of the bar and pry up the edge of the tie plate enough to permit the claw to seat completely under the spike head or use a spike lifter. With firm footing, stand beside the claw bar and position your hands below the notch in the handle to prevent striking hand on opposite rail, should the spike break or release suddenly. Work the spike up with short, firm thrusts, if additional leverage is needed, use a piece of wood under the heel of the claw bar. When using the claw bar to nip tie plates, be sure the end is well underneath so it will not slip. Do not strike the handle of a claw bar with another tool.

78. Lining Bars

When nipping ties or lining track, make sure the bar is placed in the ballast sufficient to prevent it from slipping out when force is applied. Apply force smoothly and assume a firm stance to maintain balance should the bar slip, and avoid placing hands where they might be crushed or pinched.

Use a piece of wood as a fulcrum to multiply your force on the tie.

Do not use a lining bar to turn a rail.

79. Rail Turners

The ratchet rail turner or rail fork is the only hand tool that may be used to turn a rail.

80. Track Jack

Track Jack must be inspected before using for:

- Cracked base,
- Broken pawl lever,
- Missing ratchet or operating lever pins,
- Any debris in the ratchet mechanism.

Do not strike the jack with tools to force it under a load. The jack base must be placed on an even and firm surface to prevent shifting or kicking out. The lifting surface must be placed fully under the load. No more than two people may operate the jacking lever.

A lining bar must be the only bar used to operate a mechanical track jack.

Stand beside the bar and assume a stable position and pump it in an even rhythm. Do not straddle, sit or stand on the lining bar. Keep body clear of pinch point. Remove the lining bar from the jack when the jack is not being operated.

Before tripping or lowering the jack under load, make certain that all employees, tools and materials are in the clear and provide warning. Jack must not be set for tripping until ready to release the load. Do not walk track jack down.

Mechanical track jack or step jack must not be used by for mechanical repairs to equipment.

81. Use of Tie or Timber Tongs

Tongs must be set firmly and a steady force applied. When making pull, stand braced with your feet apart and with one foot behind the other. Use tie tongs when handling individual ties. Inspect tongs before use and do not use tongs with damaged or dull points.

82. Operation of Cranes, Booms or Other Lifting Equipment

Before operating cranes, booms or other equipment capable of lifting materials (including backhoes and excavators):

- Only those trained and qualified will operate such equipment.
- The operator must be aware of overhead power lines, other overhead or side obstructions, and the swing radius of equipment being operated. Employees working in proximity of such equipment must be part of a job briefing as to what precautions are to be taken. Employees must not enter the immediate work area without the operator's knowledge.
- The proper method of rigging will be used at all times, and only certified chains, nylon lifting straps, cables, rings, spreaders, hooks and shackles will be used within their rated capacity. Such certified lifting rigging must not be used for other uses. Before using, each item of rigging must be inspected before use, and if found to be damaged, cracked, broken, cut or excessively worn, they must be marked as unusable and either properly repaired or replaced.
- When lifting loads above waist height, if necessary to control load a tag line will be used.
- Cranes and other lifting devices must not be used beyond their rated capacity. Equipment will be used on stable ground with outriggers or other stabilization devices used as required.

- When lifting rail and similar long loads, they will only be lifted while balanced or in a nearly balanced condition. The use of rail tongs will be the preferred method in handling rails.

83. Housekeeping

In general, work areas and company property (including vehicles, bathrooms, office and shop areas, locomotive and equipment cabs) must be kept clean and neat, free of trash. Materials (including usable, waste and scrap) will be sorted and piled in a reasonably neat manner. Hoses, ropes, chains, cables, tools and materials must not be placed where they create an unnecessary tripping hazard. Open ditches and hazardous areas must be protected. Failure to follow good housekeeping practices will result in disciplinary action including termination of employment.

84. Pets and animals

Personal pets and animals are not allowed while on duty or on company property except when confined to a personal vehicle incidental to dropping off or picking up an employee from work.

85. Hazardous Waste

Hazardous waste and materials must be properly stored and handled. Spills must be properly cleaned up when safe to do so. When required, notify supervisor to obtain additional assistance or instruction. MSDS information must be maintained and returned to its usual place. When obtaining new materials, obtain a corresponding MSDS for inclusion in the required MSDS books.

86. Derailments

The following precautions must be taken while working at the site of a derailment:

- One person must be designated as Wreck Foreman in charge of the derailment site.
- All workers on the derailment site are subject to their authority.
- The Wreck Foreman will be the employee in charge of any engine, train, on-track equipment, crane, or heavy equipment.
- Any action taken will be under the direct instruction, direction, supervision or permission of the Wreck Foreman.
- No attempt to lift, move or take any action that could possibly cause any part of the derailed equipment or structure to shift is to be made, until there is a clear understanding of the work to be done and any required protection for other workers is provided.

87. Safety Device Tampering

Any individual who willfully disables a railroad safety device is subject to a civil penalty and to disqualification from performing safety-sensitive functions on a railroad if found unfit for such duties under the procedures provided for in 49 CFR part 209.

– End of Safety Rules –